

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #848

DATE: September 20, 2011

PLACE: **Oak Park High School Presentation Room – G-9**  
899 N. Kanan Road, Oak Park, CA 91377

TIME: 5:00 p.m. Closed Session  
6:00 p.m. Open Session

*The Mission of the Oak Park Unified School District is to provide students with a strong foundation for learning, which meets the challenge of the present and of the future through a balanced education, that includes academic achievement, personal growth and social responsibility.*

**BOARD OF EDUCATION**

**Barbara Laifman, President**

**Jan Iceland, Vice President**

**Allen Rosen, Clerk**

**Mary Pallant, Member**

**Sepideh Yeoh, Member**

**Erica Rosenberg, Student Board Representative**



EDUCATING TOMORROW'S LEADERS

**ADMINISTRATION**

**Dr. Anthony W. Knight, Superintendent**

**Linda Sheridan, Executive Assistant**

**Martin Klauss, Assistant Superintendent, Business & Administrative Services**

**Dr. Leslie Heilbron, Assistant Superintendent, Human Resources**

**Jane Mintz, Director, Educational Technology**

**Susan Roberts, Director, Pupil Services**

**Cliff Moore, Consultant**

**COPY OF ENTIRE AGENDA ON WEB SITE**  
**[WWW.OAKPARKUSD.ORG](http://WWW.OAKPARKUSD.ORG)**

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: lsheridan@oakparkusd.org.

Welcome to a meeting of the Oak Park Unified School District Board of Education. Routine items are placed under the Consent Calendar and are approved by a single vote of the Board. When the agenda is adopted, a member of the Board may pull an item from the Consent Calendar and transfer the item to an appropriate place on the agenda for discussion.

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Linda Sheridan, Executive Assistant, prior to the beginning of the meeting. All comments for either agenda items or non-agenda items must be limited to three minutes or less.

Your comments are greatly appreciated. However, the Board cannot enter into a formal discussion at this time, nor can a decision be made. Matters warranting discussion will be placed on a future agenda. The information on the speaker card is voluntary but will assist the Board President in conducting the meeting. Thank you for your cooperation and compliance with these guidelines

*All Board Actions and Discussion are electronically recorded and maintained for thirty days.  
Interested parties may review the recording upon request.  
Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 E. Conifer Street, Oak Park, CA 91377*

**NEXT REGULAR MEETING**

**Tuesday, October 16, 2011**

**Closed Session at 5:00 p.m.      Open Session at 6:00 p.m.**

**Oak Park High School, Presentation Room, G9**

**AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:**

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: [www.oakparkusd.org](http://www.oakparkusd.org)

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**AGENDA – REGULAR BOARD MEETING #848**  
**September 20, 2011**

**CALL TO ORDER - Followed by Public Comments/ 5:00 p.m.**

**CLOSED SESSION: 5:00 p.m.**

**RECONVENE OPEN SESSION: 6:00 p.m. (approximate)**

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G-9**, Oak Park, California.

**I. CALL TO ORDER:            \_\_\_\_\_ p.m.**

**II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS**

**III. RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE FOLLOWING ITEMS:**

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**B. PUBLIC EMPLOYEE EMPLOYMENT: Occupational Therapist, Instructional Assistants I PE, Instructional Assistants II, Campus Supervisor Sub, Dean of Students, Consultant, Educational Services, Long Term Substitute Teachers**

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

**D. SUPERINTENDENT EVALULATION: GOALS**

**IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. REPORT OF CLOSED SESSION ACTIONS TAKEN**

**D. ADOPTION OF AGENDA**

**V. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS**

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

**A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS**

1. Presentation of Partners In Education Award to Jan Rosen

2. Remarks from Board Members

3. Remarks from Superintendent

4. Remarks from Student Board Representative

5. Report from Facilities Planning Committee

**B. DISCUSSION ITEMS** (No Action required. If Action required, item will be brought to a future meeting as an Action Item)

**C. BUSINESS SESSION:**

*Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.*

*At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.*

- a. **Approve Minutes of Special Board Meeting August 9, 2011, and Regular Board Meeting August 16, 2011**
- b. **Public Employee/Employment Changes 01CL21676-01CL21698 & 01CE05314-01CE05344** **1**
- c. **Approve Purchase Orders –August 1 – August 31, 2011** **3**  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. **Approve Overnight Trip for Medea Creek Middle School 7<sup>th</sup> Grade Trip to Catalina – October 24-26, 2011** **8**  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. **Approve 2011-12 Agreement with Tumbleweed Transportation** **9**  
*Board Policy 3312 requires Board approval for contract for services*
- f. **Approve Authorization to Purchase Compuwave Computer Products, Services and Related Products, Utilizing Provisions of Public Contract Code Section 20118** **17**  
*Board Policy 3312 requires Board approval for contract for services*

**ACTION**

**2. BUSINESS SERVICES**

- a. **Approve Change Order #3, Project 11-01R, Science Lab Rehabilitation at Oak Park High School** **19**  
*Board approval required for change orders*
- b. **Approve Change Order #1, Project 11-03R, Roof Replacement at Brookside Elementary School** **23**  
*Board approval required for change orders*
- c. **Approve Change Order #1, Project 11-04R, Exterior Painting and Repairs at Brookside Elementary School** **27**  
*Board approval required for change orders*
- d. **Approve Change Order #1, Project 11-09R, Playground Repairs and Replacement at Oak Hills Elementary School** **31**  
*Board approval required for change orders*
- e. **Approve Change Order #1, Project 11-05R, Door Replacement at Red Oak Elementary School and Medea Creek Middle School** **35**  
*Board approval required for change orders*
- f. **Approve Change Order #1, Project 11-16R, Exterior Painting and Repairs at Medea Creek Middle School** **39**  
*Board approval required for change orders*
- g. **Approve Notice of Completion, Project 11-03R, Roof Replacement at Brookside Elementary School** **43**  
*Board approval required for change orders*
- h. **Approve Notice of Completion, Project 11-04R, Exterior Painting at Brookside Elementary School** **47**  
*Board approval required for job completion*
- i. **Approve Notice of Completion, Project 11-09R, Playground Replacement at Oak Hills Elementary School** **51**  
*Board approval required for job completion*

- j. **Approve Notice of Completion, Project 11-15R, Door Replacement at Red Oak Elementary School and Medea Creek Middle School** 55  
*Board approval required for job completion*
- k. **Approve Notice of Completion, Project 11-16R, Exterior Painting at Medea Middle Creek Middle School** 59  
*Board approval required for job completion*
- l. **Approve Notice of Completion, Installation of Artificial Turf Football Field at Oak Park High School** 63  
*Board approval required for job completion*
- m. **Public Hearing and Approve SBX3-4 Flexibility Transfer of 2011-12 Categorical Program Funds** 67  
*Education Code 42605(c)(2) requires Board approval of flexibility transfer of categorical program funds*
- n. **Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2010-11** 69  
*Board is asked to review Unaudited Actual Revenues and Expenditures*
- o. **Approve Resolution #11-18, Establishing the GANN Appropriation Limit for Fiscal Year 2011-12** 71  
*Constitutional requirement for Board approval establishing appropriations limit*
- p. **Approve Ratification of Award of Bid 11-17, School Bus Transportation Services** 73  
*Board Policy 3312 requires Board approval for contract for services*
3. **HUMAN RESOURCES**
- a. **Approve Action to Reestablish Particular Kinds of Service, Increase the Number of Employees, and Authorize Offers of Reappointment to Laid Off Classified Employees** 75  
*Board approval required to reemploy employees who received notice of lay-off.*
- b. **Approve 2011-12 Declaration of Need for Fully Qualified Educators** 77  
*Commission on Teacher Credentialing requires certification of Board approval on Declaration of Need for Fully Qualified Educators form*
4. **CURRICULUM**
- a. **Public Hearing and Approve Resolution #11-19, Regarding Sufficiency of Textbooks and Instruction Materials for 2011-2012** 81  
*Education Code 60119 requires a Public Hearing and Board approval regarding sufficiency of textbooks and instructional materials annually in order to receive funding from the state for textbooks*
5. **BOARD**
- a. **Approve 2011-12 Moral Imperatives, Goals and Action Plans** 105  
*Board approval required for Moral Imperatives, Goals and Action Plans*
6. **BOARD POLICIES**
- a. **Approve Amendment to Board Policy 3513.3 – Tobacco-Free Schools – 2<sup>nd</sup> Reading** 107  
*Mandated board policy revised to reflect California Department of Education requirements, as a condition for receipt of Tobacco-Use Prevent Education (TUPE) funding, related to certification of compliance with tobacco-free schools requirements. Policy adds definition of prohibited products, including nicotine delivery devices such as electronic cigarettes to minors.*
- b. **Approve Amendment to Board Policy 4158, 4258, 4358 – Employee Security – Second Reading** 111  
*Updated policy reflects new court decision which ruled that the issuance of a temporary restraining order and injunction against a person who had verbally threatened a city official was not a violation of that person's right to free speech and right to access to a public place.*

- c. Approve Amendment o Board Policy 5131.62 – Tobacco – Second Reading 115**  
*Policy revised to provide examples of prohibited tobacco products in accordance with law and add prohibition of nicotine delivery devices such as electronic cigarettes, consistent with new law, SB 882, which make it unlawful for a person to sell or furnish an electronic cigarette to a minor*
- d. Approve Amendment to Board Bylaw 9123 – Clerk – Second Reading 121**  
*Bylaw revised to clarify which boards are required by law to appoint a clerk from among their members at the annual organizational meeting, and to clarify duties of the clerk.*
- e. Approve Amendment to Board Bylaw 9140 – Board Representatives – 2<sup>nd</sup> Reading 123**  
*Revised bylaw recognizes that participation of Board members on district or community committees supports the Board’s community leadership role. Bylaw also adds responsibility of Board representative to report back to the Board regarding committee activities and/or actions, and clarifies which board must designate a voting representative to elect members of the county committee on school district organization.*
- f. Approve Amendment to Board Bylaw 9323.2 – Actions By The Board – 2<sup>nd</sup> Reading 127**  
*Bylaw updated and reorganized to clarify the circumstances under which the Brown Act permits the Board to discuss or take action on items that are not on the posted agenda. Bylaw also revised to delineate the Board’s options upon a receipt of a demand to “cure and correct” an alleged Brown Act violation.*
- g. Approve Amendment to Board Policy 5022 – Student and Family Privacy Rights – First Reading 133**  
*This mandated Board Policy is revised and reorganized to address certain privacy issues related to students and/or their parents/guardians, including the administration of surveys and physical exams/screenings, parent/guardian rights to inspect instructional materials, and the collection of personal information for marketing purposes.*
- h. Approve Amendment to Board Policy 5144 – Discipline – First Reading 137**  
*Revised policy expands goal statement to focus on correct student behavior while avoiding an adverse effect on student learning or health. Policy also broadens related staff development topics to including assisting staff to establish cooperative relationships with parents/guardians.*
- i. Approve Amendment to Board Policy 6163.1 – Library Media Centers – 1<sup>st</sup> Reading 141**  
*Updated policy reflects new state standards adopted by the State Board of Education, including program standards which describe staffing, resources, and infrastructure recommended for effective school library programs as well as academic standards for library instruction.*
- j. Approve Amendment to Board Policy 6163.2 – Animals at School – First Reading 147**  
*Policy reorganized and revised to reflect new federal regulations which require the district to modify its policy, practices, and procedures to permit an individual with a disability to use a service animal at school, when the work or task performed by the service animal is directly related to the individual’s disability.*

**VII. INFORMATION ITEMS**

- 1. 2011-12 Budget Update 151**

**VIII. OPEN DISCUSSION**

**IX. ADJOURNMENT:**

There being no further business before this Board, the meeting is declared adjourned at \_\_\_\_\_ p.m.

**SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

- 1. Brookside Elementary School Report 153
- 2. Oak Hills Elementary School Report 154

3. Red Oak Elementary School Report	156
4. Medea Creek Middle School Report	157
5. Oak Park High School Report	158
6. Oak View High School/Oak Park Independent School	160
7. Oak Park Neighborhood School	